

Position: Works Allrounder

Position Summary

This position undertakes a broad range of civil maintenance, parks and gardens, building maintenance and operational duties to support the delivery of safe, efficient and well-maintained Shire infrastructure and community assets.

1. Department & Management Area

Works & Services

2. Base Work Location

Shire Works Depot – Mildura Street, Norseman WA 6443

3. Award/Agreement Coverage

Conditions of employment are governed by the Local Government Industry Award 2020. Industrial Agreement as a state instrument and applicable legislation. This includes, but is not limited to, the *Industrial Relations Act 1979 (WA)* and the *Minimum Conditions of Employment Act 1993 (WA)*.

4. Hours

This position is full time. Ordinary hours are generally worked between 6.30am and 3.30pm Monday to Friday. Reasonable overtime and emergency call-outs may be required.

5. Remuneration Level(s)

Conditions of employment are governed by the Local Government Industry Award 2020. Industrial Agreement as a state instrument and applicable legislation.

6. Delegated Authority

Nil

7. Extent of Authority

Works within Shire policies, procedures, Code of Conduct, WHS requirements and relevant legislation under the direction of the Depot Supervisor, Manager Works & Services and Chief Executive Officer.

8. Organisational Structure

Directly responsible Directly responsible to the Depot Supervisor.

9. Key Duties and Responsibilities

9.1 Civil, Building & Asset Maintenance

- 9.1.1 Carry out general maintenance and construction works on roads, footpaths, drainage, parks, reserves and buildings.
- 9.1.2 Undertake gardening, mowing, pruning, irrigation and landscaping duties.
- 9.1.3 Complete minor carpentry, plumbing, painting, fencing, concreting and repair works.
- 9.1.4 Operate and maintain hand tools, small plant, vehicles and equipment safely.
- 9.1.5 Assist with inspections, cleaning and maintenance of Shire facilities and housing.
- 9.1.6 Respond to emergency works, after-hours call-outs and community events as required.
- 9.1.7 Report hazards, defects and maintenance requirements promptly.

- 9.1.8 Maintain tools, plant and vehicles in a clean and serviceable condition.
- 9.1.9 Support the setting up and packing down of Shire events.
- 9.1.10 Assist in waste facility service delivery maintenance
- 9.1.11 Work effectively both independently and within a team.
- 9.1.12 Undertake other duties within the scope of the position as reasonably directed.

9.2 Accessibility, Inclusion, and Discrimination

The Shire is committed to providing a workplace that is inclusive and accessible for all persons in the workplace including workers, contractors, and visitors. Discrimination of any form will not be tolerated.

9.3 Work Health and Safety

The Shire is committed to protecting the health and safety of all persons in the workplace including workers, contractors, and visitors. The Shire demonstrates this commitment through its health and safety management system that is integrated with Shire activities, services, and people. All staff play a role in creating and maintaining safe work environments.

Shire staff are required to take all reasonable and practical steps to:

- Comply with all WHS legislation, policies and procedures.
- Use appropriate PPE, report hazards and contribute to a culture of zero harm.
- Continuously review and improve its safety performance; and
- Strive to uphold the Shire's core values of safety, knowledge, integrity and leadership in order to achieve its goal of zero harm to people, equipment and the environment.

10. Selection Criteria

10.1 Essential Selection Criteria

- 10.1.1 Current 'C' Class Driver's Licence (or higher).
- 10.1.2 Experience in general civil maintenance, building maintenance or parks and gardens.
- 10.1.3 Ability to safely operate hand tools, small plant and equipment.
- 10.1.4 Willingness to undertake schedule training and professional development.
- 10.1.5 Demonstrated ability to work independently and as part of a team.
- 10.1.6 Good communication and time management skills.
- 10.1.7 Commitment to Work Health and Safety practices.
- 10.1.8 Physically capable of undertaking manual work in outdoor environments.

10.2 Desirable Selection Criteria

- 10.2.1 HR licence, plant tickets or machinery operating experience.

- 10.2.2 Experience in local government works.
- 10.2.3 Skills in welding, carpentry, plumbing, concreting, brick paving or fencing.
- 10.2.4 Traffic Management accreditation.
- 10.2.5 Chainsaw, chemical handling or irrigation experience.
- 10.2.6 Experience with Department of Transport licensing functions.